

City of Beloit

Site Plan Drawing Requirements

This is only a brief summary of the Site Plan Review Process and some of the most common design requirements of the Zoning Ordinance and Architectural Review and Landscape Code relating to development. Anyone responsible for preparing plans should refer to the Zoning Ordinance (Chapter 19) and Architectural Review and Landscape Code (Chapter 34). Copies are available at the Planning office, the Beloit Library, and on the City's web page at www.ci.beloit.wi.us.

Section 2.6 - Site Plan Review

1. **When Required:** A site plan must be submitted at the time of the application for a building permit for every proposed new structure or addition to an existing structure. Site plans are also required at the time of any application for a Conditional Use Permit or Zoning Variance and prior to beginning construction of a new parking lot or outdoor storage area, enlarging an existing parking lot or paved outdoor storage area by 25 percent or more, or removing 25 percent or more of the surface of an existing parking lot or outdoor storage area and replacing it with a new paved surface.
2. **Submittal Requirements:** An application for Site Plan Review must be completed and submitted with the required number of copies of site plans, along with the applicable fee. All plans shall meet the requirements of Chapters 19 and 34 of the Code of General Ordinances of the City of Beloit.
3. **Site Plans:** Adequate plans must be submitted that show all of the work proposed to be done and include all the information required by Section 2.6.2 of the Zoning Ordinance and listed below. The Site Plan and accompanying drawings shall be drawn to scale using an engineering scale and shall include the following information.
 - a. Title block, scale north arrow, date, names of owner(s), applicant, and person preparing the plan, along with phone numbers and addresses of each.
 - b. **Impervious Area:** A calculation of the area of the existing and proposed impervious areas.
 - c. **Parcel Dimensions:** All existing lot lines as recorded in the Rock County Real Property Description Department.
 - d. **Grades:** Existing and proposed grades.
 - e. **Streets:** Existing and proposed streets, accurate plan lines, street dedications, and street improvements including but not limited to sidewalks, curbs, gutters, driveways, street landscaping, and adjacent lot driveways.
 - f. **Drainage Facilities:** Existing and proposed drainage facilities.
 - g. **Parking Layout and Traffic Circulation:** A parking plan which clearly shows the proposed layout and design of the off-street parking area including but not limited to: number of spaces, traffic control structures, curb cuts, aisles, required stacking

spaces for drive-through uses, and fencing. This plan must include the dimensions of the parking spaces, internal driveways, and vehicle ingress and egress.

- h. Utilities: Location and dimensions of all existing and proposed utility easements.
- i. Proposed Structures: Location, dimension, and use of existing and proposed buildings, fences, and walls. Locations of any open stairways and other projections from exterior building walls. Building, fence, and wall elevations with height dimensions.
- j. Setbacks: Distances between exterior walls of structures and property lines, with a clear delineation of storage, refuse and service areas.
- k. Snow storage areas.
- l. Location of fire hydrants and Fire Department connections (FDC)
- m. Landscape Plans: A landscape plan which meets the requirements of Section 34.21 of the Architectural Review and Landscape Code. Elements to be shown on the plan include a planting plan showing existing and proposed landscaping; plant legend showing quantities of plants, their botanical and common names, and size at time of planting; description of site elements such as benches, mulch, and boulders; and description and location of protective devices such as bollards, wheel stops and curbs.

Section 8-100 - Off-Street Parking and Loading Design Standards

1. **Size of Parking Spaces and Aisles**: Each off-street parking space must meet the requirements of Section 8-103. The spaces shall be at least 9 feet wide and 18 feet in length, excluding access drives or aisles, ramps, columns, and office or work areas. Aisles shall not be less than 24 feet wide for 90° parking, 22 feet wide for 75° parking, 18 feet wide for 60° parking, and 14 feet wide for 45° parking.
2. **Access**: Each off-street parking space shall open directly upon an aisle of the minimum width specified and designed to provide a safe and efficient means of vehicular access to the parking space. All off-street parking facilities shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement.
3. **Construction Specifications**:
 - Surfacing: Every sidewalk, drive and parking or loading area shall be paved with asphaltic or Portland cement concrete, or other approved paving bricks or blocks.
 - Drainage: All parking and loading areas shall be graded and drained to adequately handle all storm water. Drainage plans shall be approved by the City Engineer prior to issuance of a building permit.
 - Walkways: Walkways a minimum of 4 feet in width shall be provided between any building and adjacent parking lot. Where sidewalk curbs serve as wheel stops, and an additional two feet of sidewalk width is required.

Lighting: Lighting used to illuminate a parking area shall be arranged in such a manner that it will not be a hazard to passing motorists or constitute a nuisance of any kind. Specific lighting requirements are included in Section 34.10 of the Architectural Review and Landscape Code.

Curbing: Concrete curbing shall be installed adjacent to sidewalks, fences, landscaped areas, and walls.

Traffic Control Devices: Parking spaces shall be designated by pavement marking. All traffic control devices such as pavement marking, signs, rails and curbs, shall be installed as shown on the approved plans.

Improvement Schedule: All required improvements, including paving, drainage, walks, lighting, landscaping, screening, traffic control, and other required parking or landscaping improvements shall be installed prior to occupancy of any buildings or use of the property.

Section 34.21 - Landscaping and Screening Requirements

1. General: A landscape plan is required to be submitted as part of the site plan review application. The landscape plan includes the following elements: shade trees, open green space, landscape strips, landscape buffers, interior landscaping, and foundation plantings.
2. Shade Trees: Shade Trees are a primary design element and receive primary consideration in the design and layout of a site plan. The minimum size of all new trees shall be two inches (2") in caliper for deciduous trees or a minimum of six feet (6') in height for evergreen trees. The number of Shade Trees required are:
 - a. One shade tree for every 10 parking spaces.
 - b. One shade tree for every 10,000 square feet of paved land area not used for parking.
 - c. One shade tree for every 20,000 square feet of building footprint for the first 200,000 square feet of building footprint. An additional shade tree shall be planted for every 50,000 square feet of building footprint between 200,001 and 400,000 square feet of building footprint. An additional shade tree shall be planted for every 100,000 square feet of building footprint over 400,000 square feet of building footprint.
 - d. One shade tree for every 90 linear feet of right-of-way frontage.
3. Open Green Space: Open Green Space must be provided along the interior side and rear property lines. It must be at least five feet wide and be covered with lawn or living ground cover.
4. Landscape Strips: Landscape Strips shall be installed along those portions of the perimeter of a zoning lot located adjacent to a public street or alley as specified in

Section 34.21(2)(c). A Landscape Strip located between a parking lot and a street or alley must consist of at least 10 landscape units per lineal foot of frontage. All landscape strips should be at least 10 feet wide.

5. Landscape Buffers: A Landscape Buffer is required on properties zoned commercial or industrial that are located adjacent to properties zoned residential or PLI. All landscape buffers must comply with Section 34.21(2)(d) of the Architectural Review and Landscape Code.
6. Interior Landscaping: Any parking lot with more than 25 parking spaces is required to have Interior Planting Islands located within these areas. The total area of required Interior Planting Islands must be at least 6 percent of the total land area of the parking lot.
 - a) Plantings: All Interior Planting Islands must be planted with at least one shade tree and other live low-growing plant materials in sufficient quantity to provide 5 Landscape Units per 10 square feet of planting island area.
 - b) Location: Interior Planting Islands must be located and designed to break up long expanses of parking bays, protect parked vehicles, assist with vehicular and pedestrian traffic circulation, snow storage and storm water drainage. Interior Planting Islands shall also be used as traffic control islands and must be located at the ends of parking bays and at intersections of interior traffic aisles and access drives.
 - c) Size: In medium parking lots the minimum size of all Interior Planting Islands shall be at least 150 square feet in area, with a minimum width of 9 feet. In large parking lots, Interior Planting Islands shall be a minimum of 300 square feet in area and not less than 18 feet in width. In small parking lots, interior planting islands are not required.
7. Dumpster Screening: Dumpsters or other trash receptacles shall be screened from public view on 3 sides by a solid fence or wall at least 6 feet in height and on the fourth side by a solid gate at least 5 feet in height.